STUDENT FEES

Initial Setup - Utilities

Step 1: Go to Utilities/Accounts and set up your accounts using your existing school account numbers.

Account	Acctname	Assign
900	ACTIVITIES	1
910	TEXTBOOKS	1
920	GRADUATION	1
930	YEARBOOK	1
940	CLASS FEES	1
941	GEOMETRY	1
942	TEST	1
950	MISCELLANEOUS	1

The "Assign" column determines whether an account will be available in the account selection box when manually assigning individual fees. If set to "1", the account will be available for assignment. If blank, the account will not be available.

To add a new record Press the F12 key. To delete a record click in the white rectangular box to the left of the Account number turning it black. The record will be deleted when the Accounts Edit screen is closed.

Note: Follow the procedure in the preceding paragraph to add or delete records from all edit screens within the Student Fees module.

Step 2: Go to Utilities/Fees and set up school fees.

Account	Feename	Amount	Criterion	Ftype	Grade	Lowclass	Highclass	Alloc	One
100	ACTIVITIES	20.00	ACTIVITIES	1	0				
150	GRADE 12 FEE	10.00	GRADE 12 FEE	2	12				
160	YEARBOOK	40.00	#06 YEARBOOK	3	0				
200	LANGUAGE ARTS	3.00	LANGUAGE ARTS	4	0	4000	4999		
250	SCIENCE	4.00	SCIENCE	4	0	3000	3999		
300	BOOKS	.00	BOOKS	5	0				
400	TUITION	30.00	TUITION	6	0				

Account - your school account number (see Step 1).

Feename - the name of a specific fee

Amount - the amount to be assessed per occurrence

Criterion - a description of the fee. Only one fee type (ftype 3) requires a specific criterion format. The ftype 3 fee criterion must begin with "#00", where #00 is a number between #06 and #15 (see example above where ftype = 3). This number relates to a position on the "Edit Fees" form where fees can be assessed by a single click in a checkbox.

Ftype - indicates the fee type as follows:
(1) assessed to all students
(2) assessed to a specified grade-level of students only
(3) fee assessed in the 'Edit Fees" area by clicking in a checkbox
(4) class fee - assigned to students with courses which fall between the lowclass and highclass values
(5) miscellaneous fees which may be assigned individually to students
(6) assessed to all students (like ftype 1) but apportioned by days of school membership where students attend less than the full school year. (Set in Utilities/Preferences)
(7) assessed to all students in a specified grade-level (like ftype2) but apportioned by days of school membership where students attend less than a full school year. (Set in Utilities/Preferences)

Lowclass - applies to ftype 4 (class) fees and indicates the lowest course number to be assessed this fee

Highclass - applies to ftype 4 (class) fees and indicates the highest course number to be assessed this fee
Note: If fee is for a single class, the lowclass and highclass numbers will be the same

Alloc - sets the allocation type as follows:
(1) blank, indicates an "Adjustable" fee which is waivable and allocated proportionately with other fees
(2) "F" indicates a "Fixed" fee that is not waivable, but is allocated proportionately with other fees
(3) "P" indicates a "Priority" fee that is not waivable and is allocated BEFORE Adjustable or Fixed fees

OneCls (One Class) - Placing a "1" in this column indicates an Ftype 4 (class) fee on a single class number which is assessed only once, regardless of how many times the course is repeated during the school year.

OneGrp (One Group) – Placing a "1" in this column indicates and Ftype4 (class) fee on a range of course numbers, which is assessed only once, regardless of how many courses in the group are taken or how many times they are repeated during the school year.

NextYr (Next Year) - A value of 'Y' in this column indicates a fee for the next school year. Thes fees are used to print Student Fee invoices in the Spring fot the upcoming school year and can be copied or deleted as a group in Utilities/NextYr.

Step 3: Go to Utilities/Preferences and set Payment Allocation, School Membership and Class

Membership values.

Payment Allocation - If Auto Allocation is set to "On" (Recommended), all fees will be allocated to accounts by default. Allocation can be changed on individual students by checking the allocation checkbox at the bottom left of the fees display box and then checking the individual fees to be allocated. If Auto allocation is "Off", fees for all students will be unallocated until manually allocated, on each individual student.

School Membership: Block Terms - The "School-wide (Type6) Prorated" value divides the school year into the specified number of divisions for charging ftype 6 fees according to a student's days of membership in a school. (Example: If "School-wide (Type6) Prorated" is set to 3, a student will be assessed 1/3 of each ftype 6 fee for each third of the year in which he/she has any membership) If the number of blocks is equal to the number of actual scheduling terms, the checkbox to the right of the number of blocks is enabled. If checked, type 6 fees will be calculated by how many terms a student has at least one day of membership in, instead of what proportion of the total number of membership days the student has. (ie. If a student has 20 days of membership, encompassing part of two different terms in a 4 term school, he/she will be charged ½ of the fee. With the terms box left unchecked, the charge would only be ¼ of the fee.)

The "Grade-level (Type7) Prorated" value has the same effect as the "School-wide (Type6) Prorated" setting, but is applied only to grade-level (ftype7) fees.

Class Membership - The "Charge Beginning With Day" field sets the first day of class membership in which a class fee is assessed. The "Display Beginning With Day" field sets the first day of class membership in which a class fee is displayed on the main Fee screen.

Note: The "Display Beginning With Day" value must ba at last as high as the "Charge After" field (so

any fees charged will always be displayed). A user can, however, choose to display all classes with fees, including those that are not charged because of too few membership days.

General Instructions - Main Student Fees Screen

Colored Fields - Fields which are colored indicate areas which may require attention - balances due, refunds due etc. Where no fields are shaded with color, the student account is in balance.

"Allocate" check box – This checkbox is only available when the preference is set to auto-allocate (set in Utilities/Preferences). If visable, checking this box allows the user to manually allocate fees into accounts for the current student.

"Memb" Field - indicates the number of days of school membership on a school-wide fee or the number of days of classmembership on a class fee.

"Adjust" Column – indicates the adjusted fees where a fee waiver has been granted.

"Alloc" Column – indicates the amounts which are allocated into fee accounts.
Waivers & Discounts Fields - These fields both have the same effect in adjusting the total fees. Any

amounts posted in these areas will replace previous postings, rather than appending the new value to the old. In the transactions log (viewable by pressing the "Detail" button), there will be only one entry for each of these transaction types indicating the total amount waived and/or the total amount discounted.

Edit Fees Button - This is where additional fees are assessed to individual students either through manually keying in the type of fee, account number, description and the amount of the fee, or by checking one of the 10 boxes provided for quickly assessing frequently used fees. If more fees need to be assessed than there are places provided on the form, click on the "Add More Fees" button which brings up a screen which will bring up a screen to add an unlimited number of additional fees. Fees saved in the "Add More Fees" mode will appear on the main fees screen within their category, either Adjustable, Fixed or Priority, along with the total amounts in each category, rather than with their specific descriptions and amounts. This is done to conserve space on the main screen and to allow unlimited fee entries. A printout of a student's fee account, however, will detail all fees by their specific descriptions and amounts.

Other Utilities

Delete Transactions:

For the occasional instance when a payment or refund is recorded in error, it may be deleted with this option. A password is required to delete or view deleted transactions. It is recommended that only the main person responsible for fees be given the password and, the, the ability to delete transactions. A permanent record of all deletions including the date and time of the deletion, the person logged in when the deletion took place, and an explanatory comment is maintained.

New Year's Fees
In the event that a school wishes to print fee invoices for the upcoming year while still in the current school year, the current year fees may be copied to the future year and edited with any changes needed. Fee invoices for the upcoming year can then be printed.

Future year fees should be deleted as soon as they are no longer needed or at least by the time the school is promoted into a new school year. This is to avoid the possible confusion with two sets of fees, until the need arises to again print fee invoices for a future year. Upon starting the new year, check to be sure

that any changes from the previous year's fees have been made.

Invoice Note
A note can be compiled and edited in the text editor box with this option. It will then print at the bottom of the invoice in both single student and batch printing modes.

Check Data
This process checks the integrity of the Student Fees data and may be run at any time to check for potential problems (ie. Fees set up with invalid account numbers).

Reports
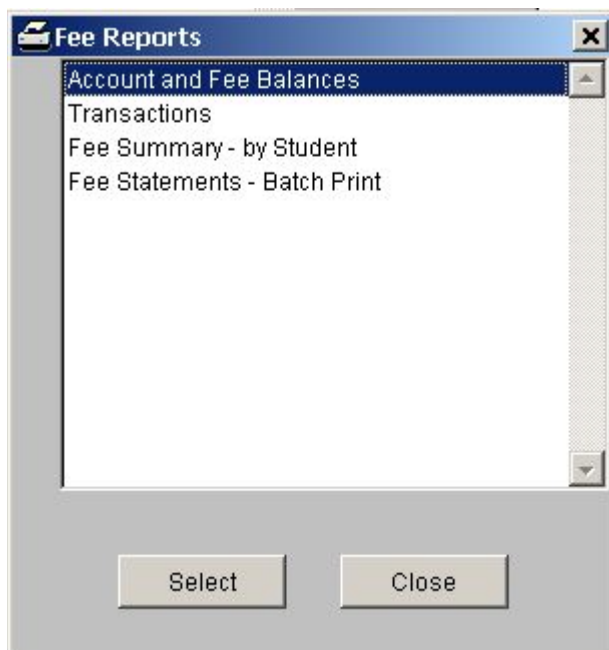
Some of the Student Fee Reports will complete within seconds. Others may take up to 20 minutes or so, due the the dynamic nature of the fees program, which assesses and calculates some of the student fees "on the fly" at runtime.

<u>Other Notes:</u>

Teacher Assistant (TA) Fees: Teacher Assistants are not assessed class fees for any classes in which they are enrolled as TAs.

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